

TOWN MEETING MOTIONS

1. All main motions and amendments must be in writing and submitted to the Moderator in advance of the Meeting. The Town Manager's office receives motions on behalf of the Moderator.
2. A written copy of each main motion shall be provided to the Town Manager **no later than Monday, March 14, 2011 at 4:00 PM.** The purposes of this are:
 - a) to permit review of the motions by Town Counsel and the Moderator so that revisions can be made if necessary or desirable to assure that the motion is within the scope of the article, is clear in its intent, and is not in conflict with state law, and
 - b) to allow time for reproduction of motions for use by participants at Town Meeting as called for below.

If a motion needs to be revised, two copies of the revised motion must be submitted in writing to the Moderator at the Town Meeting – Coordination Meeting on Wednesday, April 13th.

Any further revisions to the motions shall be submitted to the Moderator before the opening of the session of the Meeting at which the motion is to be made and shall be permitted at the discretion of the Moderator.

The Motions document will be available on the Town Meeting Information page on the Town's website, at the latest, by the close of business the Friday before the beginning of Town Meeting.

For motions that refer to "moved as printed in the handout", the handouts will also be available on the Town Meeting Information page on the Town's website, at the latest, by the close of business the Friday before the beginning of Town Meeting. Town staff will be responsible for coordinating and posting of handouts for their appropriate committee/board.

3. In the interest of an accurate record of the Meeting, the Moderator will not entertain a main motion or an amendment which is not in writing.
4. Subsequent to review by the Town Counsel and the Town Moderator, a main motion and amendments exceeding 100 words in length shall be duplicated **on white paper only** and must be delivered by 6:00 p.m. to the information table(s) at the high school in sufficient quantity to provide a copy to each voter expected at the Meeting. Except for materials prepared by a Town board or committee, the paper must show the name and address of the person responsible for its preparation and the date the document was created. The appropriate quantity should be determined through consultation with the Town Manager's Office or the Moderator. In the event of failure of a moving party to comply with this policy, the Selectmen may move that action be postponed until copies are available. Where the main motion or amendment is made by the Selectmen or an official Town board or committee, it is the responsibility of the Town Manager (or supporting Department Head) to provide the copies **on white paper only**. If the main motion or amendment is made by a private citizen, the mover will be responsible for providing the copies **on white paper only**. If the text is longer than one page, it is strongly recommended that the materials be copied double-sided.
5. The Town Meeting customarily votes that any article involving an appropriation of funds affecting the tax rate will remain open until the Meeting concludes its business and dissolves. This procedure permits the Finance Committee to recommend adjustments as required by the constraints of Proposition 2 ½, without moving for reconsideration of the particular article involved. Any motion for an appropriation of funds (whether a main motion or an amendment) must be submitted in time to permit review by the Finance Committee.